



**PEDRO E. SEGARRA**  
Mayor

# CITY OF HARTFORD

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

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[www.hartford.gov](http://www.hartford.gov)



**RAUL PINO**  
Director

March, 2013

Dear Hartford Renters:

The Elderly and Disabled Tax Renters Rebate Program will begin Monday, April 01, 2013 and end Tuesday, October 01, 2013. Applications will be completed at various community sites within the City of Hartford; please check the enclosed schedule for the site nearest your current address.

In addition, starting July 8<sup>th</sup> through October 1, 2013 applications will be completed by scheduled appointment only. To make an appointment please call 860.757.4730 **beginning June 17, 2013** between the hours of **8:30AM – 4:00PM** Monday thru Friday.

The State of Connecticut mandates that all applicants must meet the eligibility and submit the required documents as outlined below.

### Residents eligible to receive Rent Rebate must meet the following requirements:

1. You must be 65 years old by December 31, 2012 **or** 18 years of age or older and receiving Social Security Disability.
2. You have rented an apartment or house in Hartford during 2012.
3. Your income in 2012 must not exceed **\$33,500** if single or **\$40,900** if married.

In order to make sure your application is fully completed you **MUST** bring proof of all income and expenses. Please use the check list below to make sure you have the required and acceptable documents. The State Office of Policy and Management (**OPM**) has instructed **STAFF** not to complete any Rent Rebate applications without proof of all expenses and income for year ending **December 31, 2012**. In addition, please **MAKE** copies of all the expense and income documents that will be used to process your application and plan to leave with staff for your file.

- ☐ As proof of payment, twelve (12) rent receipts or copies of checks/money orders; or a letter from landlord/property manager detailing total rent paid during the year ending December 2012.
- ☐ Statements from gas, electric and oil companies detailing actual amounts paid in 2012. Call the utilities companies, or go on-line, and request a copy be given to you, if needed.

CL&P	947-2000 (electric)	<a href="http://www.cl-p.com">www.cl-p.com</a>
CNG	727-3034 (gas)	<a href="http://www.cngcorp.com">www.cngcorp.com</a>

- ☐ Proof of all 2012 income, including Social Security, State cash assistance, pension, and bank interest.
- ☐ Copy of your income tax for 2012, if you filed.
- ☐ Proof of your disability allowance in 2012 from Social Security, if you are disabled.

If you are homebound and unable to leave your home without assistance, a family member or friend may act as your agent and have the application completed on your behalf. Due to limited staff, the City of Hartford will not be making home visits. If you have questions about the Hartford Renters Rebate application process, please call the Department of Health and Human Services at 860.757.4730.

Sincerely,  
James Johnson, Jr.  
Project Manager